

Executive Council Agenda/Notes for May 12th Zoom Call
4:30pm Eastern

Zoom Meeting: <https://us02web.zoom.us/j/87012444733?pwd=bEl6T3NRSzBVOVFEdThMcGdvYzB5Zz09>

Meeting ID: 870 1244 4733

Passcode: 325046

One tap mobile

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EC Roll Call:

Hannah	Borja	present
Eric	Lin	present
Dijbril	Niang	Present
Kate	Ayers	present

ONA Staff:

Grace	Reynolds	present
Mona	Siddiqui	present
Penalver	Liliana	present

Absent:

No members from the EC committee were absent.

Topic	Discussion	Decisions / Actions
Eric	Welcome/Intro	Liliana Penalver introduced herself- Program consultant for ONA. She is working on building relations with the community and organizations that serve immigrants. She has been involved in community meetings and organizing and supporting COVID 19 vaccine implementation. Members of the ONA introduced themselves to Liliana.
Kate	<ul style="list-style-type: none"> • Roll Call 	See above
Eric	<ul style="list-style-type: none"> • Chair Update (Eric) <ul style="list-style-type: none"> o Virginia Language Conference o Meeting with Sen Hashmi and Del Tran o EC meeting follow up with DDEI/SPA o Midlothian Rotary o Gmail va.onaab@gmail.com 	<p>VA Language Conference: Eric and Grace attended- It was a nation-wide event. Take away- Most of the people there were medical interpreters. This is information would be helpful to help us understand issues around language access. We should consider talking to Eva about providing some training to the ONAAB to help us understand the specific barriers.</p> <p>Meeting with Hashmi and Tran: What is the scope of the ONA? Tran had seen ONA in other states and thought it was a resource we should have in VA. Both of them provided positive feedback on the proposed committee structure.</p> <p>Midlothian Rotary- May 4th- Eric</p>

		<p>presented about ONA. This was a good learning experience about how to talk to different audiences about the immigrant narrative. There was some resistance to understanding immigrants as a valuable asset. Questions included: legal vs illegal immigrants. After the meeting, the group changed the focus of his talk to be on the anti-Asian sentiment. Goal: We need to put together a list of talking points for ONA members to be able to communicate and share the narrative.</p> <p>Gmail address: this will be used as a repository- should not send things out from there. We can utilize the google suite to help us organize documents. Address: va.onaab@gmail.com PW:Welcomva2020</p>
Eric	July 7 ONAAB General Meeting Draft Agenda [attachment]	<p>This document helps to not only block our time, but we also want to make sure we have the correct agenda line items.</p> <p>Request: The ONA (Grace and Liliana) We would like a high-level report on what has been done already and what will be done. Grace, Liliana, and Eric will need to meet to discuss the division of labor for the report since it is 2 parts- ONA update + recommendations from the ONAAB.</p>

		<p>Grace and Liliana update: Grace shared that the ONA (+ Mona) are working with researchers to do a needs assessment. This will provide qualitative and quantitative elements. This is in the beginning stages- The board will be a valuable resource in this research as well. It is a 2-phase study- Preliminary study by the end of 2021 with a longer report due in 2022. They have applied for AmeriCorps VISTA members to work with Liliana and Grace. The members will be working with us to expand the list of service providers. VISTA will start in Oct 2021. Seyoum wants to share that he has spoken with refugee directors and asked them to do cultural orientation with immigrants. He wants to invite immigrant serving orgs to be invited to the VCCI meetings.</p> <p>Liliana: She has been working with local organizations to organize private clinic vaccination events for immigrants and give the advice to be more culturally appropriate. She has been helping them to organize 9 clinics (5 in June). She is recruiting volunteers and provide support for volunteers who are setting up the clinics. She helps with registration + logistics of following up after the vaccine. She has been working hard with the following areas: Augusta health,</p>
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		<p>Charlottesville, and is working to bring mobile clinics to neighborhoods in Harrisonburg.</p> <p>Grace shared a list of Liliana's vaccination efforts and the organizations that have been working on providing access to vaccines. Eric Suggested that we compile a list of vaccine efforts that ONAAB members + ONA have undertaken. This will be an ask in our Monday email.</p> <p>Mel will do a visioning exercise that will help everyone speak into the vision. We will add a visioning question to the board skills inventory. Me will add the responses to a word cloud website and using that, draft a few possible vision statements for the whole board to vote on. The EC will divide up the ONNAB and schedule 1:1 meetings with them. During this meeting, we will follow up with the skills inventory.</p> <p>Mona: For the administrative update- She will share any new news from the governor's office that may impact our communities. She will include a list of legislation. Mona will ask Dr. Underwood to come to the July meeting and review the equity dashboard. Mona also had someone who could come and talk</p>
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		<p>about medical licensing. Eric suggested that it may be too soon to include this for the July meeting; this may be a subcommittee issue.</p> <p>Djibril: Wants to make sure that the needs assessment/research project that Grace is working on is clearly communicated. This is an essential part of our work. We would like to see what is in the needs assessment survey.</p> <p>Mona and Grace: The data that will be collected will be about the services that is needed. The focus is on better understanding of the barriers. The first year the data collection will be more general. We could have one of the researchers come to a future EC committee meeting.</p> <p>Eric: June 15th- the governor may be lifting some of the restrictions- This may mean that the July meeting will be in person. Grace and Mona : explore potential locations and social distancing protocols, for July 7th general meeting.</p>
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Eric	<ul style="list-style-type: none"> • Previous Meeting Follow up – Document Review • Executive Summary 2020 [attachment] • Procedures-Protocols [attachment] <ul style="list-style-type: none"> o Liaison Responsibilities o Secretary Responsibilities o Communications Protocols • Committee Structure [attachment] 	<p>Executive Summary: It does not have any specific format; this document just lifts some information from the legislation. In the future, the summary will be lifted from the annual report. EC: If there are any concerns - let Eric know as soon as possible. We need to submit to Department of Legislative Audit Services.</p> <p>Procedures and protocols: We want to clarify Grace's responsibilities vs ONAAB. Grace will take the suggested draft back to Seyoum and discuss more fully in our next EC meeting.</p> <p>Secretary docs: Kate will maintain documents on the google drive. We can use it as a repository- but we should not do editing. Susan said that it would be best to have one person working on the document at one time. We don't want ot have multiple people working on the same document. We need to retain the drafts of the documents. There is a versions within google docs. If this is the case, we don't have to worry about it. Kate will figure out how to organize the drive and share with the EC to get feedback. Both would be under the gmail account. Kate will research versions history. EC would be shared with Grace and Mona- Kate will come up with a drive organizational plan to share with ONA + Susan's input.</p> <p>Communications protocols: Internal communications- Monday emails (Kate) + externals- emails out and social media</p>
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		<p>(Hannah). This will be sent out from the official ONAAB email address. Any communications from the Governor or the Office of D, E, + I will come from Grace and anything from DSS or ONA will come from Grace.</p> <p>For external communication, Mel will create a form that ONA members could fill out when they have events or information that they want to share externally. Mel can redo this form in the ONAAB gmail. https://forms.gle/8iNTMqMqu2hbSW7x6</p> <p>There will be protocols for what can be sent out and how often.</p> <p>Reaching out with administration officials: Anything at the director level or higher- we go through Mona or Grace + anything lower- we can go on our own. Mona can be helpful in reaching out to people outside the DSS. Grace can oversee reaching out within DSS.</p> <p>Mona: Reminded us that for external communications- we have social media and website. We need to work on the formatting the website. Eric: Consider doing a link to bios so that uniformity is not an issue. (like the Virginia Complete Count) Mona - set up meeting with IT staff to review website</p> <p>Goal: Finalize the SOPs for the first year by October</p> <p>Committee structure: Mel- wants to make</p>
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		<p>sure that Kate and Djbril send feedback about the document to clarify any concerns. Please submit any comments as soon as possible.</p>
Eric	<p>Board Member Inventory Assessment – Google Forms (VLAB Form) ONAAB Form)</p>	<p>Mel will send Eric some questions to include in the Board Member Inventory Assessment before sending out to the Board. These questions will be used to create a draft of the Vision for the ONAAB</p>
Eric	<p>Board Email (approve to be sent out)</p> <ul style="list-style-type: none"> o USCIS Survey (Mel) <i>May 19th deadline</i> o VEC LEP Town Hall (Mona/Eric) [attached] <i>May 19th, 2021</i> o Refugees Higher Ed Survey (Eric) [attached] <i>Due by End of May</i> o SOP Feedback o Committee Structure Feedback o EC Calls o Google Intake Form 	<p>USCIS Survey / VEC LEP Town Hall & Refugees in Higher Ed Survey were sent out by Eric on 5/10/21.</p> <p><i>Kate will send out next email either 5/17 or 5/24</i> with:</p> <ul style="list-style-type: none"> • SOP Feedback • Committee Structure Feedback • EC Calls • Google Intake Form
Eric	<p>Annual Report [VAAB guidelines attached]</p> <ul style="list-style-type: none"> • timeline 	<p>Eric reviewed the concerns about the Dec 1 statutory requirement</p> <p>Reduces relevance with regards to Governor's and legislators' legislative agendas.</p> <p>Timing will need to coordinate with information from the ONA. Initial report may be more focused on infrastructure recommendations. To be discussed more</p>

		fully at next EC meeting
Eric & EC	<p>Next Steps</p> <ul style="list-style-type: none"> • June Immigrant Heritage Month Statement <ul style="list-style-type: none"> ◦ Profiles in Innovation, Leadership, Resilience, Community Building • Advocate for reappointment 4 members (Rammy Barbari, Jenn Crewalk, Michael Hoefer, Milton Vickerman) • Speak with other 4 advisory boards • Community Mapping • Sit down with ONA staff to understand the scope of services offered and what the plans are with the expansion into the immigrant communities. Schedule time to sit down at office? 	<ul style="list-style-type: none"> • June Heritage Month Proclamation – Eric will reach out to Shawn Soares and Maribel Castaneda about the process for this. We may need to provide the verbiage or key points for the proclamation. • Reappointment – Eric will reach out to the 4 members whose terms are expiring. Will determine if they wish to be reappointed. If so, the EC members may reach out to the Gubernatorial appointments staff to support. The ONAAB will not be making formal recommendations for reappointment. • Community Mapping – table until next meeting. <p>ONA staff meeting – Grace noted that we can meet with staff in Richmond. However she and Liliana are working remotely and may not be in Richmond. Eric noted that perhaps we can schedule the EC/ONA staff meeting in conjunction with one of the ONA overall staff meetings. Grace: will see when this will be possible.</p>
Adjourn		

Chat from the Zoom call.

16:35:45 From Mel : nice to meet you liliana!

16:55:03 From Mel : Hi Dibril!

16:55:16 From Mel : *Djibril!

17:51:23 From Mona Siddiqui : I recommend that Susan be asked to do final run through of the SOP changes before voting. She had reviewed the version presented to the board prior to the last meeting.

17:56:19 From Mel : <https://forms.gle/8iNTMqMqu2hbSW7x6>

18:04:46 From Mona Siddiqui : Google form looks great!

18:05:06 From ReEstablish Richmond : I am going to have to jump off in 5 minutes- Eric, are you okay finishing the minutes? I have taken them up through the website talk.

18:06:07 From ReEstablish Richmond : I can touch base with you, Eric, about sending out the Monday email tomorrow. I will also work on setting up the gmail account.

18:08:01 From Mel : Just putting those notes here: Kate and Djibril, track change edits to the committee descriptions please! :)

18:08:32 From Mel : just add anything you think is important or needs to be changed, I'll go back through and clean up the language

18:33:29 From Mel : we really got lucky with that one!!